
STANDARD OPERATING PROCEDURE

Competencies

SOP 4.3.3

Rev. 5/01

PURPOSE: OUTLINE THE PROCESS OF COMPLETING AND FILING COMPETENCY FORMS AND DESIGNATES THE RESPONSIBLE PERSON(S).

AA system of determining the competency of staff applies objective, measurable criteria to specific job positions in the assessment of newly hired staff during the initial orientation and at least annually on all other staff", according to JCAHO. The competency of staff members is assessed and documented during orientation, at the end of the orientation and on an ongoing basis as deemed necessary. Competency is determined by such methods as observing the staff member's practice, their participation at in-service and continuing education presentations and their verbal responses to posed questions.

- A. All portions of this form must be completely filled out with detailed information as required. The competency checklist can be completed over a period of time, as the proficiency in the indicated area is satisfied.
- B. The competency forms are to be kept in the staff members' onsite personnel file.
- C. The Clinical Director (CD) is responsible for orchestrating and completing the competencies on the Nurse Practitioners and Physician Assistants. The CD is also responsible for assuring that the competencies are completed and updated on a yearly basis.
- D. The Clinical Director and Health Services Administrator will jointly decide who will be responsible for orchestrating and completing the competencies on:

Registered Nurses	Pharmacy Technicians
Licensed Practical/Vocational Nurses	Medical Assistants
Health Information Technicians	Dental Assistants